



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

MAY - 2 1991

CEPR-O (715)

MEMORANDUM FOR COMMANDERS, ALL USACE COMMANDS, ATTN:
DIRECTOR/CHIEF OF CONTRACTING AND CREDIT CARD
ACTIVITY PROGRAM COORDINATORS

SUBJECT: PARC Instruction Letter 97-3, Credit Card Percentage Calculations

1. This PARC Instruction Letter replaces PARC Instruction Letter 97-2, SAB, in its entirety. It provides a uniform method for calculating the percentage of micropurchase buys being made under the Government-wide Commercial Credit Card Program.

2. The revised calculation is as follows:

The total number of Bank-reported transactions plus DD Form 1057 blocks f1 and f2 equals the total base. To calculate the percentage, divide the total number of Bank-reported transactions by the total base.

3. In our prior Instruction, 97-2, we had stated that DD Form 1057 block 7a be used in lieu of blocks f1 and f2 which was our understanding of the Army's prior guidance. Block 7a includes blocks f1 - f4, the entirety of the small purchase numbers, which are also included in the Bank's figure. This would have permitted the numbers above the micropurchase limitation in both numerator and denominator to cancel each other out. Army advises that those may be excluded in their computations at a later time. Buys considered to be ineligible are contained within the ten percent.

4. The percentage is based upon the NUMBER OF TRANSACTIONS, not the dollar values.

FOR THE COMMANDER:

BERT A. MILLIKIN, CPCM
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Responsible for Contracting